

**BY ORDER OF THE COMMANDER
HEADQUARTERS 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5606**



KAFB INSTRUCTION 33-301

30 APRIL 1998

Information Management

OFFICIAL MAIL PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 37-1, *Air Force Information Management* (will convert to AFD 33-3, *Information Management*). It establishes policies and procedures to implement and carry out the Official Mail Program. This instruction provides the policy for processing administrative communications (mail) for on-base distribution and off-base transmission. For the purpose of this instruction, "mail" is defined as first-class, second-class, third-class and fourth-class administrative paper products, i.e., letters, pamphlets, award packages, computer tapes, etc. "Freight and cargo" are defined as other than paper products. This instruction applies to any individual or organization who prescribes, creates, designs, or prepares pieces for mailing at Kirtland Air Force Base (KAFB).

SUMMARY OF REVISIONS

This revision establishes the weight allowance for incoming and outgoing parcels (boxes) that are processed through the Base Information Transfer Center (BITC). It outlines the quantity of parcels the BITC will deliver or receive from Activity Distribution Offices (ADOs). It sets the budget requirements for postal accounts on Kirtland AFB. It describes office hours and mailing requirements for classified mail and establishes procedures for Federal Express service.

1. Responsibilities .

1.1. Official Mail Manager (OMM) . The Chief, Administrative Communications (377 CS/SCBIQ) is the OMM for the 377th Air Base Wing (ABW) and has overall responsibility for the Official Mail Program. The OMM provides units with a funds target for mail. Targets will be based upon previous fiscal year (FY) expenditures and the amount of funds received for the Official Mail Program. The OMM will provide feedback to the units on their postal expenditures.

1.2. The Base Information Transfer Center (BITC) (377 CS/SCBIQ). BITC is responsible for processing all outgoing official mail (except mail for satellite units, see paragraph 1.5) 15 pounds and under. BITC will deliver and/or receive no more than 3 parcels at a time under the 15 pound weight limit from each ADO. If official mail is being sent overseas, BITC will process mail up to international mail weight. For mail being sent to APOs, maximum weight will be 70 pounds. BITC will process all classified official mail.

1.3. The Traffic Management Office (TMO) (377 LGT/LGTTF). The TMO is responsible for processing unclassified official mail and parcels weighing over 15 pounds. The TMO is the installation's focal point for processing all non-United States Postal Service (USPS) methods for moving official matter.

1.4. Activity Distribution Office (ADO) . An office established within an activity or organization where official communication is processed. The ADO is responsible for managing the Official Mail Program within that activity or organization. The responsibilities include sorting outgoing mail prior to the scheduled distribution pick-up time and delivering all outgoing mail parcels weighing over 15 pounds to TMO.

1.4.1. The ADO will separate all outgoing mail into three categories (off-base; intrabase or on-base; and pouch) prior to the scheduled pick up time.

1.4.2. The ADO is responsible for pick up and delivery from BITC if there are three or more parcels or if a single parcel weighs more than 15 pounds.

1.4.3. For intrabase distribution, the ADO will coordinate with the receiving activity to pick up or deliver three or more parcels or parcels weighing more than 15 pounds.

1.4.4. Offices having three or more parcels or a single parcel weighing more than 15 pounds with a continental US address must deliver the parcels to TMO for shipment. However, deliver overseas shipments weighing up to 70 pounds to BITC.

1.4.5. The ADO is responsible for controlling all incoming Federal Express (FedEx) packages as classified material until contents has been determined.

1.4.6. Each office receiving FedEx is responsible for ensuring only cleared personnel process FedEx packages until contents are determined.

1.5. Satellite Unit . A unit or office authorized to meter its own mail due to volume. They are responsible for transporting their mail to the local US Post Office and complying with applicable directives.

1.6. Budgeting for Postal Expenditures . The OMM will identify each unit's expenditures so the unit can budget for the next fiscal year's postal requirements.

1.6.1. The host base (377 CS/SCBIQ) will charge all Defense Business Operation Funds (DBOF) activities for all postage charges according to Department of Defense (DoD) 4525.8-M, *Official Mail Manual*, Chapter 2, paragraph B.12.

1.6.2. The host base will charge all non-Air Force DoD associate units for all postage charges.

2. Procedures.

2.1. Delivery Addresses .

2.1.1. Type all official mail delivery and return addresses or have computer-generated labels in upper case letters. Limit addresses to five lines with a maximum of 47 characters (including spaces) per line. If BITC personnel find any discrepancies on official mail, they will return the mail, along

with a KAFB Form 302, **Official Mail Discrepancy Notice**, to the originating individual for corrective action. To ensure your mail is not returned, ensure all addresses contain at least the following elements and appear in the following order:

2.1.2. Official mail must bear the address of the intended recipient on one side only.

2.1.2.1. Name of activity or identification of intended recipient. **(Mandatory)**

2.1.2.2. Attention line. **(Optional)**

2.1.2.3. Street number and name. **(Mandatory)**

2.1.2.4. City or base, as appropriate, and state. The city identifies the post office serving the intended recipient. **(Mandatory)**

2.1.2.5. The ZIP + 4 is the standard ZIP code format for all DoD components and placed in both return and delivery addresses. **(Mandatory)**

2.1.2.5.1. Examples:

HQ AFMC/IMPX	(MANDATORY)
ATTN: CMSGT SAM JONES	(OPTIONAL)
RESOURCE PLANS SECTION	(OPTIONAL)
5426 CHIDLAW BLVD SE	(MANDATORY)
WRIGHT-PATTERSON AFB OH 45433-5006	(MANDATORY)

OR

377 CS/SCBIQ	(MANDATORY)
ADMINISTRATIVE COMMUNICATIONS	(OPTIONAL)
2050 2ND STREET SE	(MANDATORY)
KIRTLAND AFB NM 87117-5522	(MANDATORY)

2.1.2.6. AFDIR 37-135, *Air Force Address Directory*, covers procedures for addressing official and personal mail to military post offices overseas. For example:

CMSGT SAM JONES	(OPTIONAL)
AWARDS AND DECORATION SECTION	(OPTIONAL)
HQ USAFE/IMA	(MANDATORY)
UNIT 3050, BOX 70	(MANDATORY)
APO AE 09094-5070	(MANDATORY)

Figure 1. Addressing Official Mail.

377 CS/SCBIQ 2050 2D STREET SE KIRTLAND AFB NM 87117-5522
HQ AFMC/IM 4425 CHIDLAW ROAD SUITE 1 WRIGHT-PATTERSON AFB OH 45433-5001

2.2. Return Address. The return address contains elements similar to those of the delivery address.

2.3. Mailing Official Mail.

2.3.1. First-Class Mail.

2.3.1.1. Separate all first-class mail weighing 15 pounds and under from other classes of mail and forward to BITC for postage and shipment.

2.3.1.2. If the ADO has three or more parcels, each weighing 15 pounds and over, the ADO is responsible for delivering these parcels to the BITC for postage and shipment.

2.3.1.3. For other than first-class mail, indicate the mail class on the upper right corner.

2.4. Accountable Mail.

2.4.1. Take all accountable mail to 377 CS/SCBIS, Document Security Section for processing. A completed AF Form 12, **Accountable Container Receipt**, is required for all controlled **classified** mail. Document Security Section's office hours are: Monday through Friday, 0715-1600. For correct markings of classified mail see **Attachment 2**. Customers must take classified packages to the US Post Office for overnight express and next day delivery. Document Security Section dispatches normal delivery classified mail.

2.4.2. Deliver accountable pouch mail by 1200 to 377 CS/SCBIS, Document Security Section, to be dispatched that same day.

2.4.3. Use an AF Form 12 for **Confidential** containers dispatched to U.S. Department of Energy and Sandia National Lab on Kirtland AFB.

2.5. Parcel Program. Take all parcels over 15 pounds to 377 LGT/LGTTF, building 1015. 377 LGT/LGTTF requires a completed DD Form 1149, **Requisition and Invoice/Shipping Document** for each

destination. 377 LGT/LGTTF determines the most cost efficient means of transporting parcels. BITC will ship parcels weighing up to 70 pounds and those going overseas.

2.6. Priority Service (freight overnight express, next day delivery, etc.). Take all **unclassified** items requiring priority service to 377 LGT/LGTTF with a completed DD Form 1149 for each destination.

2.7. Mission Capability (MICAP). Process MICAP and high-priority material through 377 LGT/LGTTF as freight or cargo for movement via the most cost effective, traceable means that meets mission requirements.

2.8. Intra-Base Communication. Place all communications for intra-base distribution (within the limits of Kirtland AFB) in a SF 65A or B, **US Government Messenger Envelope**, or suitable package. Ensure the envelope has the proper address or office symbol. BITC will return incorrectly addressed intra-base distribution to the originator.

2.9. Federal Express (FedEx) . Use FedEx for mission stoppage only. Consider all other methods before using this service. Do not use FedEx for short-notice suspenses, enlisted performance reports or officer performance reports, award packages, etc. When mailing packages or letters on Friday or prior to a holiday, send BITC a letter of justification to ensure someone will be at the destination to receive the package.

2.9.1. BITC will accept FedEx letters and FedEx medium size packages (11 1/2 x 13 1/2) that do not exceed 15 pounds. This ensures packages fit the FedEx drop-off box located outside of BITC.

2.9.2. Deliver FedEx items that exceed the requirements for the FedEx drop-off box to the BITC no later than 1330 to be mailed that day. These FedEx items must not exceed the 15 pound weight limit.

2.9.3. BITC will dispatch classified FedEx material for customers. An AF Form 12 must accompany each package. To preclude the FedEx office from storing classified material over the weekend, dispatch packages Monday through Thursday between 0715-1330.

2.9.4. Take all FedEx items over 15 pounds to 377 LGT/LGTTF with a completed DD Form 1149. FedEx shipments, regardless of weight and turn-in point, require a letter of justification supporting the shipment, signed by your Unit Commander or equivalent. This letter must accompany either the DD Form 1149 for cargo shipments processed through the Freight Section or must be given to the BITC. The letter of justification is required in accordance with AFI 24-201, *Cargo Movement*, paragraph 4.5. Additionally, all letter mail and surface freight cargo being shipped by associate units, require an initialed long line fund citation, issued by the unit's resource advisor. Wing funded shipments do not require a fund citation, only the letter of justification.

2.9.5. Units may use FedEx to transmit classified information to DoD organizations and DoD contractors.

2.10. BITC Office Hours . BITC office hours are: Monday through Friday, 0715-1600.

Customers may pick up in-house or regular mail from 0800-1600. Deliver mail to BITC by 1400 to be dispatched that day. Daily distribution runs start at 0900 (**Attachment 1**).

2.11. Authorization Letters. Units must ensure authorization letters are on file at the BITC and at the ADO to authorize personnel to receive accountable and nonaccountable communications. Units must ensure these letters are current and posted at mail delivery points.

2.12. Distribution Category Listing. The distribution category listing (**Attachment 3**) provides a category scheme for organizations requiring mail distribution for KAFB organizations and personnel.

3. Reporting Requirements.

3.1. Metering Equipment . Those units authorized (AFRL/IM and AFRL/PK) to maintain metering equipment will forward their expenditure report to 377 CS/SCBIQ not later than 5 calendar days after the close of each fiscal quarter.

3.2. Quarterly Air Force Postal Expenditure Report . BITC will submit AF Form 3536, **Quarterly Air Force Postal Expenditure Report**, to HQ AFMC/SCDP not later than 10 calendar days after each semi-annual reporting period.

3.3. Federal Express Log . BITC will submit the Federal Express log and billing information to 377 LGT/LGTTF weekly. 377 LGT/LGTTF will submit billing and account information to the comptroller (377 CPTS/FM).

4. Form Prescribed : KAFB Form 302, Official Mail Discrepancy Notice.

JON A. GARDNER, Lt Col, USAF
Commander, 377th Communications Squadron

Attachment 1
DISTRIBUTION SCHEDULE ALL RUNS BEGIN AT 0900

EAST RUN

<u>NAME</u>	<u>TIME</u>
SFS	0905
SVS	0910
SA-ALC	0915
DET 4	0920
FCDSWA	0925
DECA	0930
HC	0935
AFOTEC	0940
AFIA	0945
AFSA	0950
DET 2, 349	1000
CEG	1005
EM	1005
377 HQ	1010
DPE	1015
IM	1020
COMM SQ	1025
DESA	1030
BIG CROW	1045
898 MUNS	1100
(CONSOLIDATED SUPPORT)	
TMO	1115
DPC	1115
DPF	1115
DPM	1115
CPTS	1115

WEST RUN

<u>NAME</u>	<u>TIME</u>
DET 2, 452	0910
SMC/TM	0915
150 ANG	0930
DRMO	0940
MED GP	0945
58 MS	0955
377 LG	1000
SCSP/DAPS	1005
NCOA	1010
DET 16	1015
AAFES	1020
CAPLO	1020
58 TRSS	1025
AFRL/PK	1030
342 TRS	1035
AFRL/IM	1040
OT/OTW	1045
58 SOW	1055
58 OG	1055
58 OSS	1055
551 SOS	1055
58 LG	1055
512 SOS	1105
550 SOS	1110

Note: Distribution runs may vary 10 to 15 minutes.

Attachment 2
DISTRIBUTION CATEGORY LISTING FOR SPECIFIC DISTRIBUTION USE

Figure A2.1. inner Envelope with Classification (Use for Secret and Confidential)

<p>377 C S/IM Q</p> <p>IM 98-101</p>	<p style="text-align: center;">S E C R E T</p> <p style="text-align: center;">H Q A F M C /IM 1495 M acDill Street Suite 900 W right-Patterson AFB OH 45433-4691</p> <p style="text-align: center;">S E C R E T</p>
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Figure A2.2. Registered Mail - Outer Envelope Containing SECRET Material

<p>377 CS/IMQ 2050A 2d Street SE</p>	
<p>Registered Mail</p>	
<p>Kirtland AFB NM 87117-5522</p>	
<p style="text-align: center;">OFFICIAL BUSINESS</p>	<p style="text-align: center;">R 743 838 156</p>
<p>IM 98-101</p>	<p>HQ AFMC/IM 1495 MacDill Street, Suite 900 Wright-Patterson AFB OH 45433-4691</p>

Figure A2.3. First Class Mail -- Outer Envelope Containing Confidential Material

377 CS/IMQ 2050A 2d Street SE <u>Kirtland AFB NM 87117-5522</u>	
OFFICIAL BUSINESS	
DO NOT FORWARD	
	HQ AFM C/IM 1495 Mac Dill Street, Suite 900 Wright-Patterson AFB OH 45433-4691

Attachment 3
DISTRIBUTION CATEGORY LISTING FOR SPECIFIC DISTRIBUTION USE

<u>TOTAL DISTRIBUTION*</u>	<u>QTY</u>	<u>377 ABW COMMANDERS</u>	<u>QTY</u>
377 ABW COMMANDERS	20	377 ABW	1
58 SOW COMMANDERS 9	377		
CPTS 1			
ASSOCIATE UNIT COMMANDERS	18	377 SPTG	1
377 ABW FIRST SERGEANTS	10	377 CS	1
58 SOW FIRST SERGEANTS	7	377 MSS	1
ASSOCIATE UNIT FIRST SERGEANTS	11	377 SFS	1
377 ABW UNITS	163	377 SVS	1
58 SOW UNITS	61	377 CEG	1
ASSOCIATE UNITS	135	377 CES	1
CIVILIAN TENANT UNITS	18	877 CES	1
		377 LG	1
TOTAL DISTRIBUTION	452	377 LGS	1
		377 LGP	1
		377 LGT	1
		898 MUNS	1
		377 MEDGP	1
		377 AERMS	1
		377 DS	1
		377 MDOS	1
		377 MDSS	1
		TOTAL	20
<u>ACTIVITY DISTRIBUTION</u>	<u>67</u>		
<u>OFFICES (ADO) ONLY</u>			
<u>ASSOCIATE UNIT COMMANDERS</u>	<u>QTY</u>	<u>58 SOW COMMANDERS</u>	<u>QTY</u>
AFNWCA	1	58 SOW	1
AFIA	1	58 LG	1
AFOSI	1	58 LSS	1
AFOTEC	1	58 MS	1
AFSA	1	58 OG	1
DET 1, 31 TES	1	58 OSS	1
DET 1, 342 TRS	1	512 SOS	1
DET 4, 505 CCEG	1	550 SOS	1
FCDSWA	1	551 SOS	1
DET 16, 373 TRS	1	TOTAL	9
JTMD A-O	1		
JECSIM	1		
NAWC (NWEF)	1		
NMANG	1		
AFRL	1		
AFROTC	1		
SMC/TE	1		
SMC/TM	1		
TOTAL	18		

* Each applicable addressee must be listed on memorandum. For three or more addressees, indicate "See Distribution" and attach a separate distribution sheet.

377 ABW FIRST SERGEANTS

377 ABW	1
377 CES	1
377 CS	1
377 MSS	1
377 SFS	1
377 SVS	1
377 LGT	1
898 MUNS	1
377 CPTS	1
377 MEDGP	1
TOTAL	10

QTY**58 SOW FIRST SERGEANTS**

58 SOW	1
58 LSS	1
58 MS	1
58 OSS	1
512 SOS	1
550 SOS	1
551 SOS	1
TOTAL	7

QTY**ASSOCIATE UNIT
FIRST SERGEANTS**

AFROTC	1
AFIA	1
AFOSI	1
AFOTEC	1
AFSA	1
DET 4, 505 CCEG	1
DET 16, 373 TRS	1
FCDSWA	1
NAWC (NWEF)	1
NMANG	1
AFRL	1
TOTAL	11

QTY**CIVILIAN TENANT UNITS**

Allied Signal	1
American Red Cross	1
ASL	1
BRAVO	1
USASMDC-TJ-A	1
DCAS-AP	1
DIRS	1
DLA	1
DOE	1
JADS	1
Kirtland Federal Credit Union	1
Martin Marrietta	1
NMERI	1
Ross Aviation	1
Rogers Travel	1
Sandia National Lab	1
US Customs 290/291	1
US Customs 612	1
TOTAL	18

QTY

<u>377 ABW UNITS</u>	<u>QTY</u>	<u>ASSOCIATE UNITS</u>	<u>QTY</u>
377 ABW (includes immediate/special staff)	27	604 CES	1
377 CPTS	15	AAFES	1
377 SPTG	2	ADC	1
377 CS	12	AFAA	1
377 MSS	10	AFIA	7
377 SFS	6	AFOSI	1
377 SVS	15	AFOTEC	20
377 CEG	10	AFROTC	1
377 CES	5	AFSA	10
877 CES	5	AFSU	1
377 LG	5	BOP	1
377 LGS	5	CAP-LO	1
377 LGP	5	CORPS OF ENGINEERS	1
377 LGT	5	DCMAO	1
898 MUNS	5	DECA	1
377 MEDGP	10	NAG	10
377 AERMS	6	DET 1, 18 SURS	1
377 DS	3	DET 1, 342	1
377 MDOS	6	DET 1, 720	1
377 MDSS	6	DET 2, 349 CONT	1
TOTAL	163	DET 2, 4950	1
		DET 4, 505 CCEG	1
		DSS	1
		DRMO	1
		FCDSWA	15
		JTMD A-O	1
		JECSIM	1
		NAWC (NWEF)	1
		NCOA	1
		NMANG	15
		AFRL	20
		AFRL/PK	5
		PSD	1
		AFNWCA	5
		SMC/TE	1
		SMC/TM	1
		US ARMY - BIG CROW	1
		VET SVS	1
		TOTAL	135

<u>58 SOW UNITS</u>	<u>QTY</u>
58 SOW	6
58 LG	5
58 LSS	5
58 MS	5
58 OG	5
58 OSS	5
512 SOS	10
550 SOS	10
551 SOS	10
TOTAL	61